



## PLAT APPLICATION

**FOR OFFICE USE**

(Rev. 1/1/13)

Accounting Code: **PF**

2013 Fee: See below

Fee Required \_\_\_\_\_

Case No. \_\_\_\_\_ - \_\_\_\_\_

**Return Your Submittal To Development Planning (Attn: Development Review Coordinator)**  
**Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, Tx 77479, Phone#: (281) 275-2218**

**PROJECT NAME** \_\_\_\_\_

Submittal Type ☐ Preliminary Plat ☐ Preliminary Replat ☐ Amending Plat or Replat ☐ Preliminary Plat Extension  
☐ Final Plat ☐ Final Replat ☐ Minor Plat or Replat ☐ Final Plat Extension  
☐ Short Form Final ☐ Vacation Plat

Fee \$1,075 + \$3/lot + \$15 per acre or fraction in reserves \$1,000 + \$3/lot + \$15 per acre or fraction in reserves \$475 No Fee

Total Acreage \_\_\_\_\_ No. of Lots \_\_\_\_\_ Acres in Reserves \_\_\_\_\_

MUD \_\_\_\_\_ LID \_\_\_\_\_

School District: ☐ Fort Bend ISD ☐ Lamar Consolidated ISD

Project Location: ☐ City Limits (Zoning: \_\_\_\_\_) ☐ ETJ

Survey/Abstract No. \_\_\_\_\_

Geographic Location \_\_\_\_\_

Types of Uses (Check all that apply) ☐ Single-Family Residential ☐ Commercial/ Industrial  
☐ Multi-Family Residential ☐ Business/ Office

### CONTACT INFORMATION

**Property Owner (Please Note - the Property Owner's Information Must be provided):**

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner's Authorization (May be submitted under separate cover on company letterhead):**

*I am the owner of the property for which this application is being made. I authorize*

*(Project Representative) to submit this application and*

*to correspond with the City of Sugar Land regarding this application on my behalf.*

X \_\_\_\_\_

Property Owner's Signature (Required)

Date

**Project Representative:** ☐ Engineer ☐ Land Planner ☐ Surveyor

**Contact Person** \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Additional Contact:** ☐ Engineer ☐ Land Planner ☐ Surveyor

**Contact Person** \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

***This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning & Environmental Services Department has not received a revised submittal.***

X \_\_\_\_\_  
Project Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Plat Submittal Requirements:**

*Applications submitted without the following items will not be routed for review*

- Seven (7) Copies of the Completed Application
- Seven (7) 24" x 36" prints – folded to 8 ½" x 14"
- Submittal Fee

Additional Information is needed for the following submittal types:

- Preliminary Plat
  - ☐ Three (3) copies of the Utility One-Lines (Conceptual utility layout drawings)
  - ☐ For Residential -Two (2) copies of the "box exhibit" as described in the Official Policies & Procedures for Preliminary Plats (illustrates lot width for non-perpendicular lots)
  - ☐ No objection transmittal Letters TO applicable entities:
    - All Plats:
      - ☐ Levee Improvement District
      - ☐ Municipal Utility District
      - ☐ School District
      - ☐ CenterPoint Energy
    - ETJ Plats:
      - ☐ County Drainage District
      - ☐ County Engineer
- Final Plat / Short Form Final
  - ☐ Public Infrastructure Construction Plans:
    - ☐ Included with Final Plat OR
    - ☐ Submitted at an earlier time:  
Name on plans \_\_\_\_\_  
Date Submitted \_\_\_\_\_
  - ☐ Copy of Utility Easement(s) filed by separate instrument (if applicable)
  - ☐ No objections letters FROM applicable entities:
    - All Plats:
      - ☐ Levee Improvement District
      - ☐ Municipal Utility District
      - ☐ School District
      - ☐ CenterPoint Energy
    - ETJ Plats:
      - ☐ County Drainage District
      - ☐ County Engineer
- Replats (Includes all Replat types: Preliminary, Final, Short Form Final, Amending)
  - ☐ Seven (7) 24" x 36" copies of the original plat
  - Plat Name: \_\_\_\_\_
  - FBCOPR No.: \_\_\_\_\_
  - ☐ Copy of Utility Easement(s) filed by separate instrument (if applicable)
- Amending or Minor Plat
  - ☐ Utility one-lines showing existing public utilities (proof of classification as Amending or Minor Plat)
  - ☐ Copy of Utility Easement(s) filed by separate instrument (if applicable)
- Extension of Approval
  - ☐ Letter of Request 30 days prior to expiration date of approval of final

For submittal deadlines and the Planning & Zoning Commission meeting schedule, please see *Plat Submittal Schedule* at [http://www.sugarlandtx.gov/planning\\_environmental/FormsandApplications.asp](http://www.sugarlandtx.gov/planning_environmental/FormsandApplications.asp)

## Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Applicant/Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Application Type (check one):

\_\_\_\_\_ Zoning (CUP/PD)      \_\_\_\_\_ Site Plan      \_\_\_\_\_ Plat      \_\_\_\_\_ Other: \_\_\_\_\_

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

\* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website [www.sugarlandtx.gov](http://www.sugarlandtx.gov). Go to the Engineering Department then click on Design Standards.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_